Hi Running Grass,

Please find your Username and Password for the Chuitna SEIS Sharepoint Site below:

User ID: Non-responsive
Password: Non-responsive

Note, passwords expire every 90 days; therefore, a new password will be sent to you prior to the expiration.

When logging in, your user ID consists of three sections - the domain (acm), a backslash (the key over the Enter and below the backspace keys), and your username (e.g., ACM\tungk). Your username is not case-sensitive, but your password is (sometimes it is easiest to copy/paste your password).

The Sharepoint link is: https://extranet.aecom.com/sites/chuitnaseis/Pages/Default.aspx.

Instructions for Logging On are also attached for your use.

Please note that the site and its contents are intended only for internal SEIS analysis and Cooperative Agency use and are not to be publicly distributed or shared.

Please feel free to contact me if you have any questions or issues with logging in.
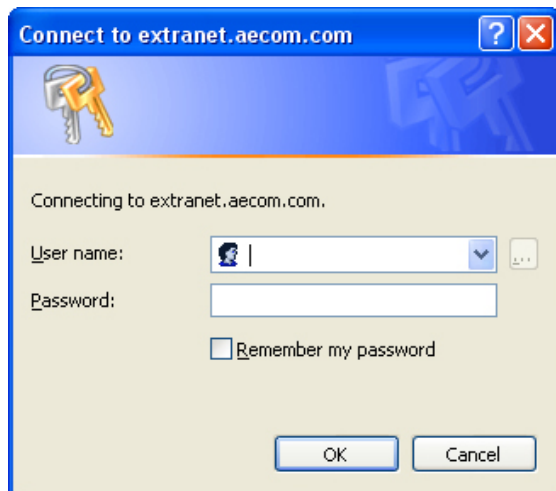
Thanks,
Kathy

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Logging On to the AECOM Sharepoint Extranets:
External Users

In most keyboards, it can be found above the Enter or Return key as illustrated in the example below.

However, there are alternate keyboard layouts where the backslash key is in other locations, such as to the left of the Z key... The user may need to seek it out the first time.

The Three Pieces of your User Name

In order to login successfully, you'll need to know your User name. This is comprised first of your domain, followed by a backslash, ending with your unique UserID.
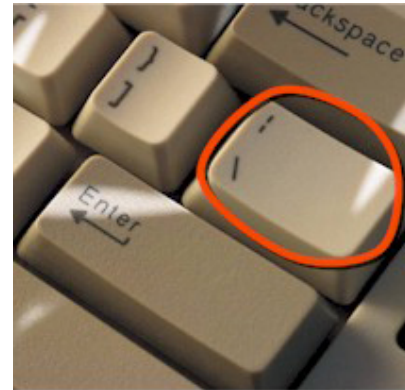
Domain

The first issue is which domain the user's account is from. You'll login to a special domain, ACM, which has been set up for external users (clients, subcontractors, vendors, partners, etc.).

The issue of the backslash

Many of the problems with logging on come from simply selecting the wrong slash. The field for the username requires a backslash. While the forward slash starts in the lower left and draws up to the right, the backslash draws down from the upper left to the lower right. (The forward slash - the incorrect slash for our purposes - is used in web pages and does double-duty as the division symbol.)
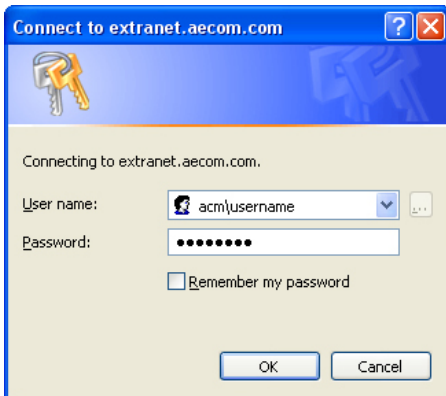
Once you put all these pieces together, you should come up with something that looks like: "NA\JacksonM" or "ACM\gumbelb"

Often, the unique user id is the last name followed by the first initial. (For example, John Doe would often have the user id of DoeJ.)

Logging On to the AECOM Sharepoint Extranets: External Users

Password
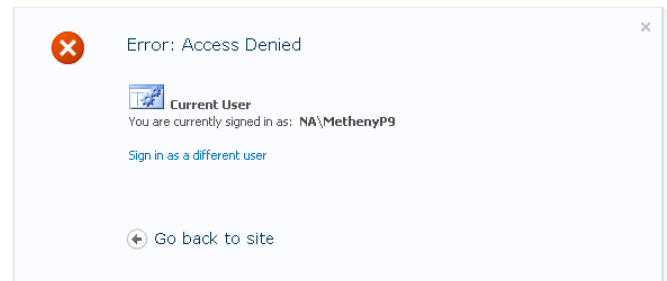
Copy / Paste

If you've been sent your password by a system admin or a helpdesk representative, they may have inadvertently put a space either before or after the text of your password. That space, while invisible to the eye, can easily be copied and will show up as a character in the password and cause your logon to be rejected. Thus, carefully copy your password, selecting only the characters and nothing else.

You've Hit Ok, Now What?

If you're presented with the same screen...

... that means your logon attempt was unsuccessful.

After three unsuccessful attempts, you'll probably find yourself at the following screen:

After having followed these instructions and still seeing this screen, you may want to contact the AECOM Helpdesk at...

Access Denied within Sharepoint

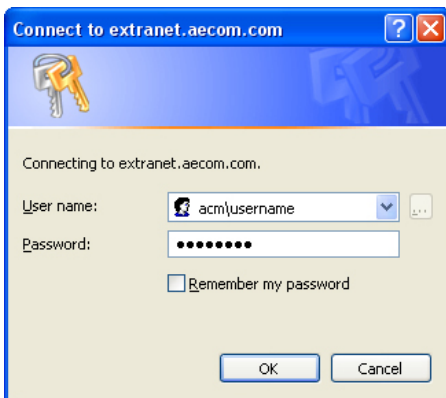However, it's important to note that if you're presented with this screen...

... which means that you've logged on successfully to the extranet, but the site admin needs to give you permission to access their site.